

A Focus on People and Business . . .

Attraction and Retention Series
Issue 2

Workforce Planning Toolkit

Resource Document 6.

TEMPLATES – SAMPLE FORMS

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Template 1: Workforce Planning Schedule

Business Centre/Unit Workforce Planning Schedule - 2001/			
Business Unit/ CentreTeam:			
Action	Who	By When	Complete <input type="checkbox"/>

Template 2: Strengths/Weaknesses/Opportunities/Threats Analysis

Business Unit/Centre S.W.O.T Analysis for 2001/	
<u>Strengths</u>	<u>Opportunities</u>
<u>Weaknesses</u>	<u>Threats</u>

Template 3: Key Issues and Impacts

Business Unit/Centre Key Issues & Impacts for 2001/			
Key Issues from S.W.O.T	Potential Impact	Risk 0 = Negligible 1 = Low 2 = Medium 3 = High 4 = Extreme	Likelihood of Occurring (High, Medium Low)

Template 4: Business Case Scenarios

Business Unit Business Case Scenarios for 2001/		
Best Case Scenario	Worst Case Scenario	Most Likely Scenario

[illegible]

[illegible]

Template 7: Workforce Supply/Demand Analysis

Business Centre/Unit Workforce Supply/Demand Analysis								
Location	Project Activity (where applicable)	Gap Identified by				Impacts of Best/Worst Case Scenarios on Gap Identified	Strategy Options	Impact of Strategy to Reduce Gap (High/Medium/Low)
		Staffing Number	Job Function	Capability/Skills/ Competencies	Timeframe (if applicable)			

Template 8: Workforce Characteristics

Business Centre/Unit Workforce Characteristics					
TYPE	EXISTING STATUS (Qualitative/Quantative)	DESIRED STATUS (Qualitative/Quantative)	IDENTIFIED GAP (Qualitative/Quantative)	STRATEGY OPTIONS	IMPACT OF STRATEGY TO REDUCE GAP (H/M/L)

Template 9: Workforce Planning Strategies

Business Centre/Unit Workforce Planning Strategies Summary Table						
HR Strategy	Expected Outcomes	Resource Requirements	Impact of Not Implementing Strategy	Critical Time Frames	Performance Measures	Strategic Linkage

Template 10: Workforce Planning Action Plan

Business Centre/Unit Workforce Planning Action Plan – 2001/			
Action	By Who	By When	Complete <input checked="" type="checkbox"/>
Strategy 1 ■ ■ ■			
Strategy 2 ■ ■ ■			
Strategy 3 ■ ■ ■			